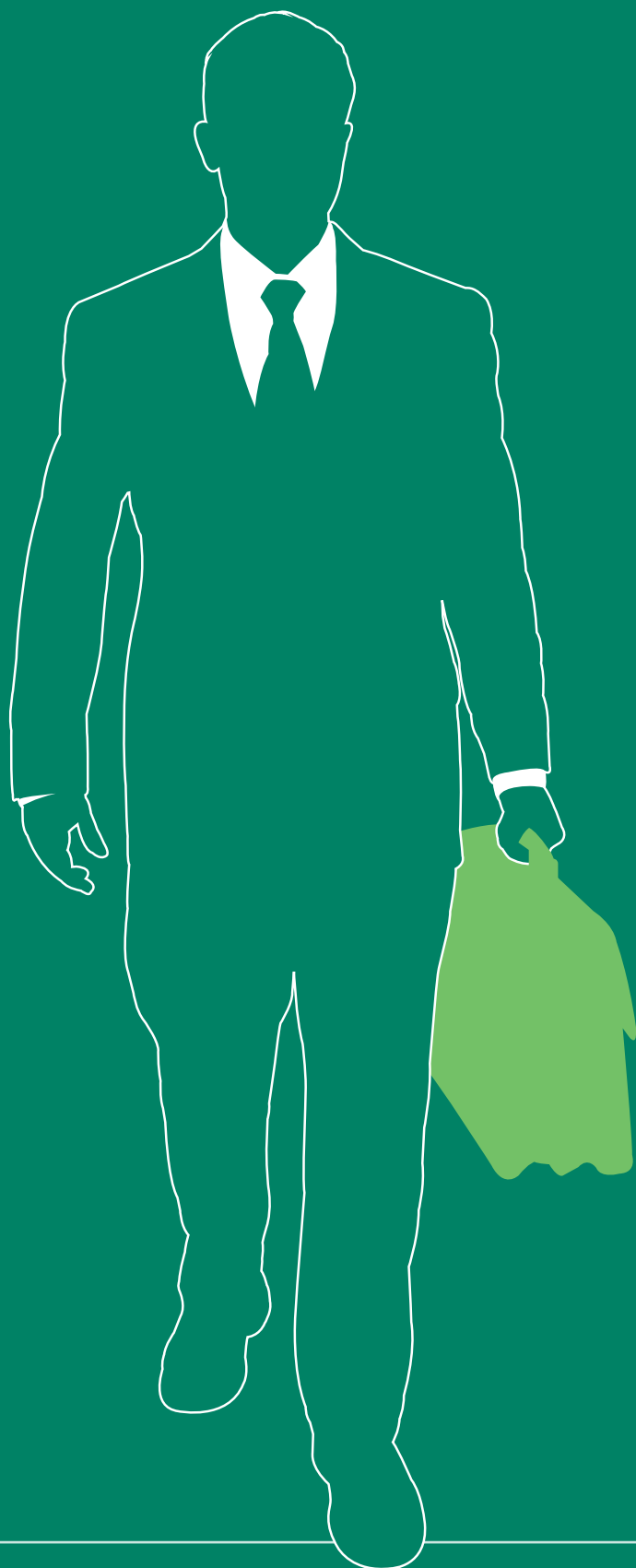


# Certificate/Diploma/Advanced Diploma in Insurance

2012 Information for candidates



**Accelerating your  
development as  
an insurance  
professional**

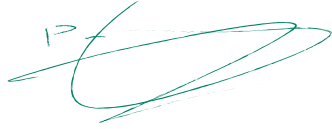
100  
1912–2012  
A CENTURY OF  
PROFESSIONALISM



**CII**

[www.cii.co.uk](http://www.cii.co.uk)

“ Having CII membership puts you on the same level when you deal with other professionals, it's respected. ”



Paul Hine, ACII Chartered Insurance Broker  
Hine Insurance Brokers Ltd

**Join the growing community of insurance professionals by becoming a member of the CII.**

**Statistics show that a member's pass rate is higher than a non-member's.**

**Join up for help passing exams and exclusive member benefits:**

- **Discounts** on learning materials, exams, seminars, study and revision days – membership can pay for itself
- **Free access** to an archive of exam guides for written exams
- **E-books** and online fact files
- **Technical reference books** and newsletters
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- **Coaching** on exam technique and revision courses available free from many local institutes
- **Member only content** on the knowledge services website with a wide range of technical and market information in easy-to-use formats.

**And ongoing support for your career:**

- Use our world renowned designations – Cert CII, Dip CII, ACII and Chartered status
- News and regulatory updates
- Online career support centre
- Continuing Professional Development (CPD) programme.

**Membership from as little as £5.87 a month by Direct Debit.**

UK tax-payers can claim income tax relief on membership fees.

**To sign up please use the form enclosed, contact us on 020 8989 8464 or visit [www.cii.co.uk/join](http://www.cii.co.uk/join)**



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## The Chartered Insurance Institute (CII) Professionalism in practice

As the premier professional body for the financial services profession, the CII promotes higher standards of integrity, technical competence and business capability.

With over 100,000 members in more than 150 countries, the CII is the world's largest professional body dedicated to this sector.

Success in CII qualifications is universally recognised as evidence of knowledge and understanding. Membership of the CII signals a desire to develop broad professional capability and subscribe to the standards associated with professional status.

The CII works with businesses to develop bespoke, company-wide solutions that ensure competitive advantage by enhancing employees' technical and professional competence.

Individually, CII's members are able to drive their personal development and maintain their professional standing through an unrivalled range of learning services and by adhering to the CII's Code of Ethics.

[www.cii.co.uk](http://www.cii.co.uk)



**INVESTORS  
IN PEOPLE** | Gold

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## Contacting the CII

If you have any queries regarding the qualifications in this brochure please contact Customer Service.

The CII is committed to delivering a first-class service and, to this end, we welcome feedback on any aspect of your relationship with our organisation.

Please forward any views you may have on the service you receive, whether they are positive or otherwise.

We take all such comments seriously, answer them individually, and use them to help ensure that we continually improve the service we provide.

### Customer Service

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website: [www.cii.co.uk](http://www.cii.co.uk)

# Make the most of your career with CII qualifications

People take CII insurance qualifications for many reasons. For some it is a basic job requirement. Others want to expand their knowledge and improve their career prospects. For many, it is simply the desire to achieve professional status in their chosen field.

Whatever your reason for taking a CII qualification, let us guide you through all the options.

## Getting started

Studying for a qualification can look pretty daunting, especially if you've been out of formal education for a while.

But there's no need to worry about making the right choice, the study time or the exams.

If you plan properly, and take advantage of all the support the CII has to offer, your journey should be a smooth one.

## 2. Become a member and enjoy special benefits

Joining the CII gives you an advantage by creating a platform for your study.

It also gives you privileged access to technical information including an archive of past papers (written exams), online technical dictionaries and additional reference material building on the core qualification study texts. You also get discounts on study materials and exam entry.

Membership also supports you in your working life – see the inside front cover for more details.

## 3. Your past qualifications count

If you hold a degree or a professional qualification in a relevant subject, for example accounting, business or law, you could receive credits that count towards completion of a CII qualification. In doing so, you'll avoid duplicating learning already completed, and obtain your CII qualification more quickly.

See the 'Recognition of prior learning' section on page 13.

## 4. Combine units to match your career aims

Every qualification requires you to complete a number of different units.

Some are compulsory as they provide essential foundation knowledge; the remainder cover all the core and many specialist areas of insurance. It's up to you to choose according to the requirements of your current role, or of your future career plans.

You are awarded credits for passing each unit, as you work towards the total required to pass your qualification.

Find out about the available units on page 8.

## 6. Be an effective learner

Follow some simple steps and you'll stand the best chances of passing:

- Formulate a realistic study plan and stick to it
- Don't cram, study a little and often
- Understand your subject by knowing the unit syllabus inside out
- Use a blend of learning and revision materials to improve understanding and recall.

Certificate  
Diploma  
Advanced Diploma

## 1. Choose the qualification that's right for you

There are three core qualifications to choose from: **Certificate**, **Diploma** and **Advanced Diploma** – whichever sector or role you currently work in, or aspire to, we have a qualification that will help develop your career.

Read more about the different qualifications on page 4.

## 5. Create a programme to fit your study style

You can make studying simpler by selecting the learning and revision materials that best suit you.

The right choice of learning materials can make a big difference.

For example, attending a CII Face-to-Face revision course can improve your chances of first time exam success by as much as 50%.

Get the inside track, on page 14.

## 7. Take exams when you're ready

This is not a high pressure environment. You set your own deadline with CII exams.

Diploma and Advanced Diploma exams are available twice yearly: in April and October. Ensure you're ready by starting study at least four months in advance.

Certificate exams are offered throughout the year, so pick your choice of time and location.

Get the dates on page 22 in your diary.

## Momentum makes it easier

Once you're in the habit of learning it's a good idea to keep it up. It's best not to leave it too long before moving on to the next unit, that way your knowledge remains fresh and your lifestyle is already aligned to learning.

If you have any questions not answered in this brochure, please call CII Customer Service on +44 (0)20 8989 8464.



## Certificate/Diploma/Advanced Diploma in Insurance

### Certificate in Insurance

#### Building knowledge, developing core competence

The Certificate in Insurance is a core qualification for insurance staff working across all sectors of the industry (and the logical progression from the introductory-level Foundation Insurance Test).

It provides a grounding in:

- basic insurance principles including the regulatory environment;
- the key insurance disciplines of underwriting and claims;
- popular products including: motor, household, healthcare and packaged commercial insurances; and

- London market legislation, regulation, market practice and distribution for those starting work in or having dealings with this market.

It supports role-specific learning which will assist you to develop the relevant knowledge, skills and behaviours needed to succeed.

By covering a broad range of core topics, the Certificate allows you to develop the knowledge and confidence you need before you begin to focus your subsequent studies and specialise according to your ambitions and career requirements. This qualification is the first step towards becoming professionally qualified and, as such, its value is widely recognised by employers throughout the insurance industry.

Upon completion CII members are entitled to use the designation 'Cert CII' (CII Continuing Professional Development requirements apply).

**Note:** sector specific designations are available to CII members completing the Certificate that have also completed specialist units. 'Cert CII (London Market)' is available to those completing the Certificate and the Award in London Market Insurance (units LM1 and LM2). 'Cert CII (Claims)' is available to those completing the Certificate including at least one of the following units: (IF4) Insurance claims, (P85) Claims practice, or (820) Advanced claims. Faculty membership requirements also apply.

#### The Certificate in Insurance is appropriate for:

- Anyone wishing to gain a broad understanding of insurance principles, key disciplines and products.
- Employees who have no formal insurance qualifications but wish to objectively demonstrate insurance knowledge and understanding.
- Anyone working in specific technical claims handling or underwriting roles within a call or service centre environment.
- Insurance staff employed in support functions such as human resources, marketing, IT and finance, wishing to develop an understanding of the industry in which they work.

- Staff working for an organisation whose primary business is not insurance, but which offers insurance advice and products as part of its overall service to customers.
- Staff taking an Intermediate Apprenticeship or Advanced Apprenticeship in Providing Financial Services can use the CII's Certificate in Insurance units to meet the technical certificate requirement (this includes a pathway for those completing the Award in London Market Insurance).

#### Enhancing the CII insurance qualifications framework

The CII qualifications framework is regularly reviewed to ensure that the qualifications remain current and aligned to the industry's needs.

During the period 2009–2011, a root and branch review was completed, leading to a sharper focus on the key disciplines of broking, underwriting, claims and London market practice.

A range of new and enhanced technical and advanced level subjects were introduced, with emphasis on practical application.

Details of subjects being withdrawn in 2012 are shown on pages 8 and 9. For full details of all the enhancements made please go to [www.cii.co.uk/giupdate](http://www.cii.co.uk/giupdate)

### Diploma in Insurance

#### Enhancing technical knowledge and understanding

The Diploma in Insurance is a technical and supervisory qualification for insurance staff working across all sectors of the industry (and the logical progression from the Certificate in Insurance).

It will provide you with a firm grounding in insurance fundamentals and will enable you to build towards advanced technical

knowledge, thereby ensuring you have the means to function effectively in a challenging environment.

In addition to being a valuable qualification in its own right, the Diploma can also be a milestone on the route to completion of the Advanced Diploma. In completing the Diploma you will have to gain a minimum of 90 credits at Diploma level or above and 120 credits in total. These can count towards the Advanced Diploma (for which 290 credits are required in total).

Upon completion CII members are entitled to use the designation 'Dip CII' (CII Continuing Professional Development requirements apply).

**Note:** the sector specific designation 'Dip CII (Claims)' is available to members completing the Diploma that have passed (P85) Claims practice or (820) Advanced claims. Claims faculty membership requirements also apply.

#### The Diploma in Insurance is appropriate for:

- Insurance technicians and those who aspire to be technicians.
- Supervisors, team leaders and those with long-term ambitions of assuming managerial responsibilities.
- Anyone wishing to hold a recognised, respected insurance qualification.

- Insurance staff employed in support functions wishing to develop their knowledge of the business.
- Those wanting to develop their knowledge and understanding as part of a progression towards completion of the Advanced Diploma in Insurance and Chartered status.

### Advanced Diploma in Insurance

#### Putting professionalism into practice

The Advanced Diploma in Insurance is a professional qualification for insurance staff working across all sectors of the industry (and the logical progression from the Diploma in Insurance). It provides an

enhanced understanding of insurance practice, both in terms of technical subject matter and overall application skills.

The Advanced Diploma is a comprehensive assessment of market knowledge and understanding. In becoming Advanced Diploma qualified you join the community of proven insurance professionals.

It is evidence of your purpose, commitment and ability. It can be your passport to a successful and fulfilling career.

Upon completion CII members are entitled to use the designation 'ACII' (CII Continuing Professional Development requirements apply) and are eligible for Chartered status (see below).

#### The Advanced Diploma in Insurance is appropriate for:

- Today's insurance managers and technical specialists.
- Staff with aspirations to become managers in the future.

- Those employees who wish to demonstrate their professional standing.
- Insurance employees without another professional qualification and those who wish to build upon existing general academic qualifications, such as a degree, by obtaining an industry-specific qualification.

#### Flexible and comprehensive

As a Certificate, Diploma or Advanced Diploma candidate, you can select units from across the CII qualifications framework. This means you have access to the entire range of units currently available. They offer something for everyone, whatever sector of the insurance industry you work in and whatever your particular specialisation or preferred career path. These range from the fundamentals of insurance practice and legislation through to personal lines product families, classes of commercial insurance and specialisms such as risk management and marine.

All qualifications are modular in structure, enabling you to select units of study according to your preference and career requirements.

Each unit has a credit value and the accumulation of the stipulated number of credits leads to the award of the Certificate, Diploma or Advanced Diploma. Successful completion allows CII members use of the designations 'Cert CII', 'Dip CII' or 'ACII' respectively (Continuing Professional Development requirements apply).

From the Advanced Diploma, as a CII member, you can apply for Chartered status (subject to having five years' experience, not necessarily post-qualification), with the CII's three Chartered titles reflecting your career specialism:

- Chartered Insurer;
- Chartered Insurance Broker; and
- Chartered Insurance Practitioner.

Chartered status cements your professional standing and gives you parity with other professionals such as accountants and solicitors.

The CII also offers corporate Chartered status to qualifying firms of insurance brokers and insurance companies, further enhancing the visible professionalism of the insurance sector. The eligibility criteria for corporate Chartered status includes a specified number of directors holding individual Chartered status in their own right. See [www.cii.co.uk/chartered-firm](http://www.cii.co.uk/chartered-firm) for full details.

As an individual, obtaining Chartered status can, therefore, deliver many advantages in terms of career and business advancement.

#### Meeting market expectations

Importantly, these qualifications have been designed to assist you and your employer to comply with both the existing and future regulatory training and competence requirements. The Financial Services Authority (FSA) requires you to demonstrate that you are competent in the work you do, and thereafter to maintain this competence. This approach is designed to ensure that you have the appropriate knowledge and skills to perform your job effectively. Qualifications can play an important role in helping to meet the requirements by serving as an objective measurement of your technical awareness and understanding.

#### Office of Qualifications and Examinations Regulation (Ofqual)

The Award in London Market Insurance and the Certificate in Insurance are registered with Ofqual at Level 3 in the Qualifications and Credit Framework (QCF).

Ofqual is the regulator of qualifications, exams and tests in England. They are also the regulators for recognised awarding bodies (such as the CII). For further information please go to: [www.ofqual.gov.uk](http://www.ofqual.gov.uk)

## Selecting and entering for a qualification

### Why a CII insurance qualification?

These qualifications can help your career in the following ways:

- Demonstrate to your employer, peers and customers your commitment to personal learning and development.
- Can form part of an overall programme to meet the regulator's training and competence requirements.
- Supports lifelong learning – prior study is recognised as you progress through the qualifications framework, taking accumulated credits with you.
- Supports personalised learning programmes – you select the topics most appropriate to your role, rather than follow a rigid pre-set learning pathway.
- Certificate/Diploma/Advanced Diploma in Insurance awarded upon completion.
- Upon completion of these qualifications CII members are entitled to use the corresponding designation. These are respected throughout the industry and increasingly acknowledged by the public

as demonstrating professional standing (Continuing Professional Development requirements apply).

- CII members holding the Advanced Diploma can apply to become Chartered title-holders.

### Your next step

Now that you have read about the Certificate, Diploma and Advanced Diploma in Insurance, gained an understanding of what they offer and decided which one meets your career development plans, it is time to finalise your entry.

The following pages contain all the information you require to select the most appropriate study path. As you read through these, you will learn about the units on offer, the available learning materials, course and exam entry dates and deadlines, terms and conditions relating to entry, and the different ways you can enter.

You can also access FAQs at [www.cii.co.uk/faq](http://www.cii.co.uk/faq)

### Entry requirements

There are no entry requirements in order to study for these qualifications. However, we would recommend that in the case of the Diploma and Advanced Diploma, candidates hold the following qualifications or their equivalent:

- Diploma – the Certificate in Insurance or 5 GCSEs grade C or equivalent.
- Advanced Diploma – the Diploma in Insurance or 3 A levels or equivalent.

Aside from the requirements set out opposite you are free to select units from across all the CII's insurance qualifications: Award for the Foundation Insurance Test, Certificate in Insurance, Diploma in Insurance and Advanced Diploma in Insurance.

This approach provides you with maximum flexibility, enabling you to choose units from those currently available across our qualifications. The advantage here is that someone still developing their study skills, or subject to a particularly demanding work schedule, can initiate or continue their studies by taking a larger number of lower level units. See the section headed 'Flexible learning options' on page 12 for full details.

### Completion requirements

#### Certificate

To achieve the Certificate in Insurance you must accumulate a minimum of 40 credits. Candidates are required to take (IF1) Insurance, legal and regulatory – worth 15 credits – or the Award in London Market Insurance (units LM1 and LM2) – worth 25 credits.

#### Diploma

To achieve the Diploma you must accumulate 120 credits, with at least 90 at Diploma level or above.

We would recommend that all Diploma entrants also sit (IF1) Insurance, legal and regulatory as this covers the workings of the market, including the legal and regulatory framework and the essentials of insurance practice.

#### Advanced Diploma

To achieve the Advanced Diploma you must accumulate a minimum of 290 credits, with at least 205 at Diploma level or above and 90 at Advanced Diploma level.

The following compulsory unit requirement applies:

Unit	Credits		Units	Credits
(IF1) Insurance, legal and regulatory*	15	or	The Award in London Market Insurance: (LM1) London market insurance essentials and (LM2) London market insurance principles and practices	25

**Note:** Anyone who has passed unit IF1 is precluded from taking unit LM1 and vice versa on account of the degree of syllabus overlap.

The following compulsory unit requirements apply:

Units	Credits		Unit	Credits
(P92) Insurance business and finance	25	or	(530) Economics and business (Advanced Diploma in Insurance unit)	30
(P05) Insurance law*	25	–	–	–

The following compulsory unit requirements apply:

Units	Credits		Unit	Credits
(P92) Insurance business and finance (Diploma in Insurance unit)	25	or	(530) Economics and business	30
(P05) Insurance law* (Diploma in Insurance unit)	25	–	–	–

\* Due to the extent of syllabus overlap, you may already satisfy the compulsory requirements if you hold another, now withdrawn, unit. See pages 10–11 for units treated as equivalent

## What does each qualification involve?

There is no prescribed order in which units must be taken, but it is strongly recommended that, for each qualification, you sit the required compulsory units first since these provide foundation knowledge upon which the others build.

This flexible approach allows you to develop a course programme that suits your particular needs and requirements. You can tailor learning to your current role and/or develop areas which are new to you or where you need to gain in-depth knowledge.

Detailed opposite is a list of the available Award, Certificate, Diploma and Advanced Diploma units. For full details of the Award for the Foundation Insurance Test see the Foundation Insurance Test brochure ref ICI001 (10/11).

Full details of all CII qualifications are available online at [www.cii.co.uk/gi-qualifications](http://www.cii.co.uk/gi-qualifications) or from Customer Service.

**Note:** The Diploma in Financial Planning unit (J07) Supervision in a regulated environment, can be used towards completion of the Certificate, Diploma and Advanced Diploma in Insurance. This covers key aspects of supervision, leadership and coaching, and provides 20 Diploma level credits on completion.

See the Certificate/Diploma/Advanced Diploma qualifications for the advice sector brochure ref ICF014 (10/11) for details.

Award for the Foundation Insurance Test		Credits	
(FIT)	Foundation Insurance Test	6 (Certificate level)	
Certificate in Insurance units		Credits	
(LM1)	London market insurance essentials	10	
(LM2)	London market insurance principles and practices	15 per unit	
(IF1)	Insurance, legal and regulatory – <b>Certificate compulsory unit</b>		
(IF2)	General insurance business		
(IF3)	Insurance underwriting process		
(IF4)	Insurance claims handling process		
(IF5)	Motor insurance products		
(IF6)	Household insurance products		
(IF7)	Healthcare insurance products		
(IF8)	Packaged commercial insurances		
Diploma in Insurance units		Credits	
(P21)	Commercial insurance contract wording	20 per unit	
(P80)	Underwriting practice		
(P81)	Insurance broking practice		
(P85)	Claims practice		
(P86)	Personal insurances		
(P05)	Insurance law – <b>Diploma/Advanced Diploma compulsory unit</b>		25 per unit
(P90)	Cargo and goods in transit insurances		
(P92)	Insurance business and finance – <b>Diploma/Advanced Diploma compulsory unit</b>		
(P93)	Commercial property and business interruption		
(P94)	Motor insurance		
(P96)	Liability insurances		
(P91)	Aviation and space insurance	30 per unit	
(P97)	Reinsurance		
(P98)	Marine hull and associated liabilities		
Advanced Diploma in Insurance units		Credits	
(530)	Economics and business	30 per unit	
(555)*	Life and disability underwriting ( <b>last examination sitting October 2012</b> )		
(556)*	Life and disability claims ( <b>last examination sitting October 2012</b> )		
(590)	Principles of Takaful		
(655)	Risk management		
(735)*	Life assurance ( <b>last examination sitting October 2012</b> )		
(790)*	Private medical insurance ( <b>last examination sitting October 2012</b> )		
(820)	Advanced claims		
(930)	Advanced insurance broking		
(945)	Marketing insurance products and services		
(960)	Advanced underwriting		
(990)	Insurance corporate management		

### New Diploma units for 2013

Diploma unit	Replaces Advanced Diploma unit	Credits
(P61)	Life, critical illness and disability underwriting ( <b>first examination April 2013</b> )	* (555) 30 Diploma
(P62)	Life, critical illness and disability claims ( <b>first examination April 2013</b> )	* (556) 30 Diploma
(P63)	Long term insurance business ( <b>first examination April 2013</b> )	* (735) 25 Diploma
(P64)	Private medical insurance practice ( <b>first examination April 2013</b> )	* (790) 25 Diploma

## What does each qualification involve?

### Credit awards for equivalent units

Due to the extent of syllabus overlap, certain combinations of units will result in only one award of credits. Where two comparable units are held, the higher of the two credit figures will be added to your CII Learning Account.

However, should you wish, you may still choose to sit an 'overlapping' unit in order to enhance your knowledge. Units affected are shown opposite.

#### Units treated as equivalent:

Existing unit title	Credits and level	Existing unit title	Credits and level
(IF1) Insurance, legal and regulatory	15 – Certificate	(LM1) London market insurance essentials	10 – Certificate

Withdrawn unit title	Credits and level	Current unit title	Credits and level
(770) Principles of marine insurance	30 – Advanced Diploma	(P98) Marine hull and associated liabilities	30 – Diploma
(780) Aviation insurance	30 – Advanced Diploma	(P91) Aviation and space insurance	30 – Diploma
(815) Underwriting management	30 – Advanced Diploma	(960) Advanced underwriting	30 – Advanced Diploma
(P04) Business practice	20 – Diploma	(P92) Insurance business and finance	25 – Diploma
(P01) Insurance practice and regulation	20 – Diploma	(LM1) London market insurance essentials	10 – Certificate
		(IF1) Insurance, legal and regulatory	15 – Certificate
		(IF2) General insurance business	15 – Certificate
(P03) Legal aspects of insurance	20 – Diploma	(P05) Insurance law	25 – Diploma
(520) Company and contract law	30 – Advanced Diploma		

There are a number of other limitations to gaining credits for London market qualifications. For full details on recognition in the CII framework for London market qualifications, including the Lloyd's LLMIT, visit [www.cii.co.uk/londonmarket-recognition](http://www.cii.co.uk/londonmarket-recognition)

### The mechanics of studying

The exams are based on the published syllabuses, which are in themselves important aids to exam preparation and revision. It is essential that you familiarise yourself with these before commencing study.

These set out the learning outcomes expected of candidates in the exam for each unit.

The syllabuses also identify published material designed to assist you in preparing for exams under the following headings: primary text, additional reading, reference works and periodicals.

To obtain the syllabuses free of charge, visit [www.cii.co.uk/gi-qualifications](http://www.cii.co.uk/gi-qualifications). Copies may also be obtained from Customer Service. A full syllabus is provided within each study text.

Units	Exam format	Length of exam	Nominal passmark	Study hours	Exam sessions
IF1/IF2/IF7	100 multiple choice questions	2 hours	70%	50	Year round in the UK. Outside the UK sessions are held during Apr & Oct – see page 22 – see <a href="http://www.cii.co.uk/online">www.cii.co.uk/online</a> for details
IF3/IF4/IF8	75 multiple choice questions				
IF5/IF6	50 multiple choice questions (MCQs) and 5 case studies, each comprising MCQs				
LM1	50 multiple choice questions	1 hour		40	
LM2	55 multiple choice questions (MCQs) and 4 case studies, each comprising MCQs	2 hours		60	
P92	20 compulsory short answer questions	3 hours	55%	96	April/October
P05/P90/P91/P93/P94/P96/P97/P98	14 compulsory short answer questions and two case study/essay questions from a choice of three or four	3 hours			
P21	Eight compulsory short answer questions and two case study/essay questions from a choice of three or four	2 hours			
P80/P81/P85/P86	15 short answer questions	2 hours		100	
555/556/590/735/790	Eight compulsory short answer questions, plus case study and essay questions. Most include one compulsory case study question, although the overall level of choice depends upon the unit being examined	3 hours	55%	120	
530/655/820/930/945/960/990	One case study question and two essay questions from a choice of three	3 hours			

**Notes:** The recommended minimum study hours are shown in the table above (this will vary according to your experience and ability).

The nominal pass marks are also shown. However, the actual pass marks may vary slightly from one session to another, depending on the level of difficulty, to ensure that the pass standard remains constant.

You may sit as many exams as desired at a single sitting, although it is strongly recommended that no more than two Diploma or Advanced Diploma units per session are taken.



## What does each qualification involve?

### Additional benefits

By sitting certain combinations of units, you can acquire other qualifications on the way to completing the Certificate/Diploma/Advanced Diploma:

### Award in London Market Insurance

A specialist qualification for those working in or with the London market, the Award in London Market Insurance comprises two units (LM1) London market insurance essentials and (LM2) London market insurance principles and practices.

Together the two units provide a broad understanding of insurance process and practice across the London market as well as detailed understanding of technical topics.

### Certificate in Contract Wording

Contract certainty is one of the major issues facing the insurance industry, especially within Lloyd's and the London market.

The FSA requires the provision of clear, comprehensive and fully-agreed policy wordings before inception to all policyholders.

To help individuals and organisations meet this requirement, the CII developed the Certificate in Contract Wording. It enhances knowledge of the practical application of wordings and the issues associated with them.

To acquire the Certificate, you must study and pass two units from the Diploma in Insurance: (P05) Insurance law (or already hold one of the withdrawn legal units P03 or 520) and (P21) Commercial insurance contract wording. Candidates meeting the completion requirements will automatically be awarded the Certificate in Contract Wording.

### Diplomas in Life and Disability Underwriting and Claims

The CII and the Assurance Medical and Underwriting Society (AMUS) jointly developed the **Diploma in Life and Disability Underwriting (DLDU)**. This is awarded, subject to terms and conditions, to candidates who pass: (P05) Insurance law; (555) Life and disability underwriting; and (735) Life assurance.

The CII, AMUS and the Health Claims Forum jointly developed the **Diploma in Life and Disability Claims (DLDC)**. This is awarded, subject to terms and conditions, to candidates passing: (P05) Insurance law; (556) Life and disability claims; and (735) Life assurance.

For information about the DLDU and/or DLDC, contact the AMUS on +44 (0)20 7636 6308 or write to them at Lettsom House, 11 Chandos Street, London W1G 9EB.

### Flexible learning options

The overall CII insurance qualifications framework is extremely flexible, allowing you to select units from qualifications other than the one for which you are studying. Therefore, if you are working towards the Certificate, Diploma or the Advanced Diploma in Insurance you are able to select units from the entire insurance qualifications framework.

If you sit or have sat CII financial planning exams (for example, the Financial Planning Certificate, Certificate in Financial Planning, Diploma/Advanced Diploma in Financial Planning, Diploma in Regulated Financial Planning, Advanced Financial Planning Certificate, or comparable exams from other professional and educational bodies), you will also receive credits that can count towards completion of the insurance qualifications.

When studying for the Certificate you are able to claim up to 30 credits in respect of financial planning units, in the case of the Diploma you are allowed to claim up to 60 credits and for the Advanced Diploma, 180 credits.

### Recognition of prior learning

When you pass exams through the CII, the credits will automatically appear on your learning account, including for exams that you may have passed under discontinued CII qualification routes. Your learning statement can be viewed online at [www.cii.co.uk/learningstatement](http://www.cii.co.uk/learningstatement)

You may also be able to receive credits for relevant qualifications you have passed through other awarding bodies – to do this you should submit an application for recognition of prior learning.

By claiming credits for qualifications you've attained outside the CII framework, you'll avoid duplicating learning already undertaken, in turn reducing the amount of study and obtaining your CII qualification more quickly.

If you wish to claim credits to recognise non CII qualifications held, please visit [www.cii.co.uk/prior-learning](http://www.cii.co.uk/prior-learning) where you can read full guidance on the rules and requirements and download an application form.

**Important note: To be awarded a CII qualification, you must obtain, by CII examination or coursework assessment, a pass in a unit from the qualification that you are looking to complete, and meet the qualification completion requirements. These rules apply irrespective of how many credits your existing qualifications might provide.**

## Study options and revision aids Blended learning programme

### Certificate in Insurance blended learning programme

Members of the CII who are studying for Certificate in Insurance units IF1–IF8 can access an exclusive package consisting of learning and revision materials, exam entry and discounted revision courses to support their studies.

Non-members can join at the point of purchase to benefit from a discount of almost 20% off the cost of buying the items included, when using the blended learning programme for the three units needed to complete the Certificate.

This blended learning programme develops a deep and practical understanding of the course content, catering for different learning styles by offering a range of tools.

Non-members joining at the point of purchase also benefit from a waiver of the normal membership admission fee.

The Certificate blended learning programme is available for units IF1–IF8 and costs £291 per unit (CII membership payable separately)

This means big savings in completing the Certificate:

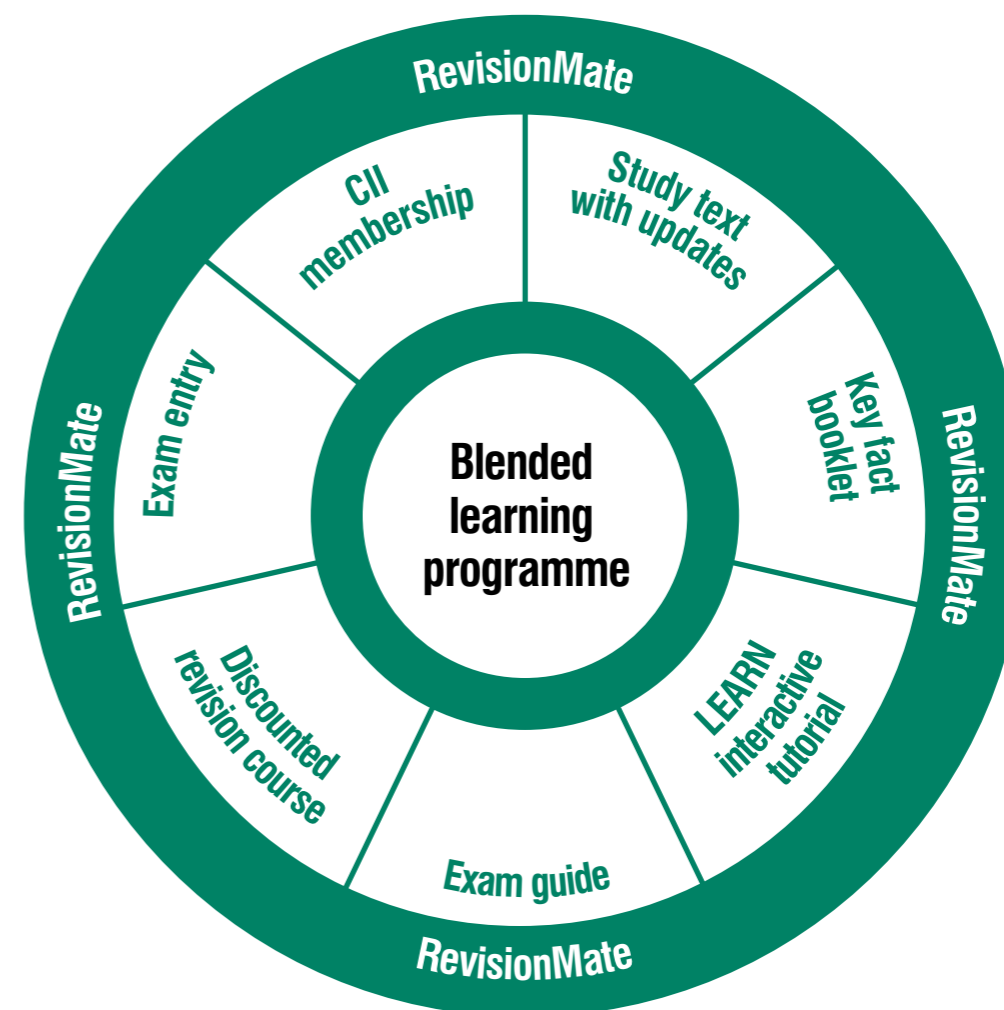
- Existing CII members: save over £100
- New CII members: save over £220, even after the cost of membership.

You can buy your blended learning programme (and take out CII membership, if you're not already a member), by:

- going to [www.cii.co.uk/cert-ins-blend](http://www.cii.co.uk/cert-ins-blend)
- calling Customer Service; or
- completing the application form at the back of this brochure.

Develop a deep and practical understanding of the course content by accessing a range of learning tools at a reduced price.

### Making the most of your learning activity



#### CII membership

Practical tools to support your studies including: reference materials, online technical dictionaries, fact files and much, much more. See inside front cover for more details.

#### Study text with updates

Covering the exam syllabus in a straightforward and user-friendly format. Includes examples, key point summaries and self-test questions.

#### Key fact booklet

Pocket-sized booklet summarising material from the study text, great for use when travelling.

#### LEARN interactive tutorial

Interactive study programme backed by self-assessment tools.

#### Exam guide

A specimen exam guide with answers and hints and tips on how to pass the exam.

#### Discounted revision course

A discount of 20% on any CII course for the unit concerned.

#### Exam entry

Entry to the exam itself.

#### RevisionMate

An online study tool that provides a study planner, knowledge-check facility, definitions of key terms, specimen examination and a series of valuable hints and tips.

Further details on the individual elements of the blended learning programme can be found in the following pages.

#### Notes:

- Current membership of the CII is required. Non-members can join at the time of purchase – as of 01 January 2012, the normal £36 membership admission fee is waived for new members joining when purchasing blended learning
- Exam entries must be used within 12 months of purchase, however, you should bear in mind the expiry date of your study text when booking your exam – study texts for these units are produced on a yearly edition basis, so you should aim to sit the exam while your learning material is valid
- Discounts on revision course entries are applicable to the unit(s) for which the blended learning programme was purchased
- Full details will be provided on purchase.

## Study options and revision aids

To help you pass your exams first time we have developed a comprehensive portfolio of study options and revision aids which have been proven to enhance the chances of exam success. These can be ordered online at [www.cii.co.uk/gi-qualifications](http://www.cii.co.uk/gi-qualifications) over the phone by calling Customer Service on +44 (0)20 8989 8464, or by post/fax using the application form at the back of the brochure.

The prices quoted are for individuals. Companies requiring pricing information for groups of employees should call Customer Service to discuss their requirements.

**CII members benefit from a discount on the price of study options, revision aids and exam entry.**

The study options and revision aids available vary according to the unit selected. Details are shown opposite and overleaf.

In addition, regardless of which study option you choose (with the exception of the blended learning programme and Award in London Market Insurance packages), there is a standard exam entry fee (see pages 26–27 for details).

### Guidance on Certificate unit purchases

For Certificate-level units, you must purchase the study text and revision aids for the period during which you plan to sit the exam.

- CII exam periods ordinarily run from 01 January through to 31 December.
- New editions of study texts and learning materials can be purchased each year, from October, for examination from January.
- Electronic updates will automatically be made available for study texts during the examination period to which they relate.
- As an exception to this, the 2011/12 exam syllabus and study materials were made available in June 2011 and examined from September 2011 through to 31 December 2012.

### Guidance on Diploma/Advanced Diploma unit purchases

For Diploma and Advanced Diploma units the listed study options are based on an enrolment period of 12 months, during which time you are recommended to sit the exam, whilst these are current.

### Important notes applicable to all qualifications:

- Please allow 10 days for delivery to a UK address and 21 days to a non-UK address from receipt of your order.
- For materials sent within the UK, you, or someone acting on your behalf, will be required to sign for the delivery.

Study options	Cost per unit		
	Member	Non-member	
<b>Continuous assessment (all Diploma and Advanced Diploma units except units 590 and 990).</b> <b>Please note:</b> <ul style="list-style-type: none"> <li>• The continuous assessment course for units 530, 655, 820, 930, 945 and 960 is scheduled to be withdrawn at the end of 2012. For these units all assignments must be completed, and the 10% adjustment used, no later than the October 2012 exam session.</li> <li>• As units 555, 556, 735 and 790 will be withdrawn after the October 2012 exam session, for these units, the last date for continuous assessment enrolment will be 06 July and all assignments must be submitted to tutors by 14 September 2012. The 10% adjustment should also be used no later than the October 2012 exam session.</li> </ul>	£235	£260	<p>This is a 12 month tutor assisted learning course including provision of a study text designed to support study towards a thorough understanding of the exam syllabus, together with the facility to complete a series of assignments which are marked by an expert tutor and count towards the final exam mark.</p> <p>The study text breaks down the syllabus into concise sections, with each chapter containing clearly defined learning outcomes and a series of self-test questions. It also includes a detailed exam syllabus outlining the subject areas that may be tested in the exam and updates for 12 months after enrolment. Also included with Diploma – and some Advanced Diploma – level study texts is a suite of online services delivered through our ‘RevisionMate’ study tool. See below for further details on the study text and RevisionMate.</p> <p>For most units, assignments are accessed and submitted online via RevisionMate. As you work through each assignment and gain feedback from your tutor, you will be able to gauge your progress towards exam readiness. You will also be able to make use of a student discussion forum available through RevisionMate to chat to other students studying the course.</p> <p><b>Candidates meeting the qualifying requirements in this course will have a fixed increase of 10% of the total marks available on the exam paper applied to their exam result. Past results have indicated significantly higher success rates for candidates who have selected this form of study.</b></p> <p><b>For more information, visit <a href="http://www.cii.co.uk/ca">www.cii.co.uk/ca</a></b></p>
<b>Diploma and Advanced Diploma units Study text with updates</b>	£128	£144	<p>This is a self-study course, with no support from a tutor.</p> <p>This option consists of the study text with updates for 12 months after enrolment (see above for details). Diploma unit (and Advanced Diploma units 530, 655, 820, 930, 945, 960 and 990) study texts include access to an unrivalled suite of online services to support your studies through our ‘RevisionMate’ study tool. These include a study planner, student discussion forums, specimen examination or past papers, electronic reference copy of the study text and hints and tips, as well as extra activities as highlighted in your study text. Full details will be provided with your study text.</p>
<b>Certificate units Study text with updates (units IF1–IF8)</b>	£111	£131	<p>This is a self-study course. There is no support from a tutor with this option.</p> <p>This option consists of the study text which breaks down the syllabus into concise sections, with each chapter containing clearly defined learning outcomes and a series of self-test questions. It also includes a detailed exam syllabus outlining the subject areas that may be tested in the exam. Electronic updates will automatically be made available for the examination period to which the study text relates. Further details are included on the title page of the study text.</p> <p>The study text includes access to an unrivalled suite of online services to support your studies through our ‘RevisionMate’ study tool. RevisionMate for these units includes all the features of the Diploma/Advanced Diploma version detailed above, plus end of chapter tests to help you test your knowledge.</p>
<b>Award in London Market Insurance Bundled study package (LM1+LM2)</b>	£277	£277	<p>This bundled package includes all the features of the LM1 and LM2 study packages below, for both units, giving you everything you need to study for the Award in London Market Insurance.</p> <p>The cost of the bundled package represents a significant discount on buying the two packages separately.</p>
<b>Study package (LM1)</b>	£136	£171	<p>The study package includes a bound printed study text which includes access to RevisionMate (see units IF1–IF8 above for details of RevisionMate and the study text).</p> <p><b>The study package also includes your first exam entry, which can be redeemed up to a year after you buy the package.</b></p>
<b>Study package (LM2)</b>	£199	£250	
<b>Diploma and Advanced Diploma units Study text renewal (all units)</b>	£52	£67	<p>As the study text is a valuable reference tool in your day-to-day job, we offer an option to receive updates for a full 12 months after your course has expired. This option is renewable on an annual basis and you will be sent an automatic invitation to update your material.</p>
<b>Certificate units Study text renewal (all units)</b>	£49	£64	<p>As the study text is a valuable reference tool in your day-to-day job, we offer an option to receive the next edition of the study text together with electronic updates. This option is renewable on an annual basis and you will automatically be sent an invitation to update your material.</p>
<b>Upgrade from study text with updates to continuous assessment (see above for information on units available).</b>	£107	£116	<p><b>Note:</b> You can only upgrade to continuous assessment if you have not previously submitted assignments in that unit under a current or previous continuous assessment course.</p>

## Study options and revision aids

The CII offers a range of revision aids to support all learning styles and routines. Each has been developed to provide practical assistance in understanding the unit syllabus and achieving exam success.

Revision aids	Cost per unit			
	Member	Non-member		
<b>Examination guides (all units)</b>	<b>£12 (inc VAT)</b>	<b>£13 (inc VAT)</b>	Depending upon the selected unit, these comprise either a past paper with examiners' comments on candidates' performance and key points for inclusion in your answers or a complete specimen examination and answers, highlighting syllabus areas covered and useful hints. These are available to purchase online at <a href="http://www.cii.co.uk">www.cii.co.uk</a> being supplied as PDF files for you to print off as and when required for your own use. <b>The content of the latest exam guide is included FREE within the RevisionMate study tool provided with Certificate, Diploma and selected Advanced Diploma level study text purchases.</b>	
<b>Key fact booklets (available for units IF1-IF8, P05, P80, P81, P85, P92 and 510. LM1 January 2012 and LM2 February 2012)</b>	<b>£24</b>	<b>£26</b>	Comprehensive pocket-sized booklets summarising the key information contained in the study text. These are perfect for studying when travelling to and from work or in situations when reading a coursebook is impractical.	
<b>LEARN (available for units IF1-IF8)</b>	<b>£85 (inc VAT)</b>	<b>£90 (inc VAT)</b>	Online tutorial providing highly interactive study, backed by a revision assessment tool to check understanding as you progress with your studies. Visit <a href="http://www.cii.co.uk/elearning">www.cii.co.uk/elearning</a> to view the course demo. Notes: Minimum operating requirements (unsupported on Mac OS/OSX): • <b>Web browser:</b> Windows Internet Explorer 6 or above. <b>Browser plug-ins:</b> Adobe Flash Player 8 or above/Sun Java 1.4.2 or above.	
<b>Two day revision workshops (see table on page 20)</b>	(LM2) (P05, P97) (530, 655, 820, 930)	<b>£360</b> <b>£395</b> <b>£410</b>	<b>£410</b> <b>£460</b> <b>£475</b>	Available prior to examinations, these courses enable you to: <ul style="list-style-type: none"> <li>• discover what the examiner is looking for;</li> <li>• discuss the common mistakes made by candidates and how to avoid them;</li> <li>• learn useful revision and exam techniques;</li> <li>• clarify your areas of concern in the syllabus.</li> </ul> The workshops provide you with the opportunity to examine in more detail the exam syllabus and past/specimen papers. They provide additional question practice and support in-depth discussion with the course tutor. The evening classes are ideal for those candidates who find that work commitments prevent them attending courses during working hours.
<b>Revision days (see table on page 20)</b>	(IF1-IF4, LM1) (P05, P21, P80, P81, P85, P86, P90, P91, P92, P93, P94, P96, P97, P98) (530, 590, 655, 735, 820, 945, 990)	<b>£205</b> <b>£230</b> <b>£260</b>	<b>£235</b> <b>£270</b> <b>£300</b>	
<b>Evening classes (see table on page 22)</b>	Six week course (P05, P97, 530)	<b>£370</b>	<b>£430</b>	
<b>Exam techniques course (see table on page 22)</b>		<b>£155</b>	<b>£175</b>	This generic half-day course helps candidates studying for the Diploma/Advanced Diploma refine their overall exam approach by: <ul style="list-style-type: none"> <li>• reviewing technique on both short and essay questions;</li> <li>• identifying what the examiner is looking for;</li> <li>• discussing the common mistakes made by candidates and how to avoid them.</li> </ul>



## Face-to-face revision courses

In 2011 candidates who attended a CII revision course improved their chances of exam success by up to 50%\*

\* Source: CII Statistics 2011



### Making your choice

Our 2012 course timetable is given opposite and overleaf. Before finalising your booking we recommend you visit

[www.cii.co.uk/f2f](http://www.cii.co.uk/f2f) to determine course availability. Alternatively you can contact Customer Service on +44 (0)20 8989 8464.

Two day revision workshops	Venue	Dates
(LM2) London market insurance principles and practices	London	30–31 Jan/28–29 Mar/29–30 May/09–10 Jul/29–30 Oct/22–23 Nov
(P05) Insurance law	London	22–23 Mar/24–25 Sep
	Doncaster	04–05 Apr/17–18 Sep
(P97) Reinsurance	London	04–05 Apr/27–28 Sep
(530) Economics and business	London	22–23 Mar/27–28 Sep
(655) Risk management	London	14–15 Mar/12–13 Sep
(820) Advanced claims	London	26–27 Mar/27–28 Sep
(930) Advanced insurance broking	London	20–21 Mar/02–03 Oct

Revision days	Venue	Dates
(IF1) Insurance, legal and regulatory	London	11 Jan/12 Apr/12 Jun/08 Aug/10 Oct/07 Dec
	Doncaster	01 Mar/04 Sep
(IF2) General insurance business	London	08 Feb/11 May/13 Jul/10 Oct/06 Dec
	Doncaster	06 Mar/03 Sep
(IF3) Insurance underwriting process	London	09 Feb/13 Apr/14 Jun/10 Aug/11 Oct/07 Dec
(IF4) Insurance claims handling process	London	16 Feb/17 Jul
(LM1) London market insurance essentials	London	26 Jan/27 Feb/27 Mar/25 Apr/28 May/27 Jun/24 Jul/29 Oct/21 Nov
(P05) Insurance law	London	15 Mar/26 Mar/30 Mar/10 Apr/12 Sep/20 Sep/27 Sep /04 Oct
	Doncaster	29 Mar
(P21) Commercial insurance contract wording	London	22 Mar/19 Sep
(P80) Underwriting practice	London	02 Apr/03 Sep
(P81) Insurance broking practice	London	04 Apr/06 Sep
(P85) Claims practice	London	05 Apr/25 Sep
(P86) Personal insurances	London	10 Apr/19 Sep
(P90) Cargo and goods in transit insurances	London	19 Mar/04 Oct
(P91) Aviation and space insurance	London	30 Mar/01 Oct
(P92) Insurance business and finance	London	28 Mar/11 Apr/10 Sep/04 Oct
(P93) Commercial property and business interruption	London	26 Mar/24 Sep
(P94) Motor insurance	London	23 Mar/28 Sep
(P96) Liability insurances	London	10 Apr/28 Sep
(P97) Reinsurance	London	30 Mar/05 Oct
(P98) Marine hull and associated liabilities	London	20 Mar/10 Sep
(530) Economics and business	London	14 Mar/04 Apr/12 Sep/03 Oct
(590) Principles of Takaful	London	29 Mar/18 Sep
(655) Risk management	London	13 Mar/03 Apr/11 Sep/02 Oct
(735) Life assurance	London	23 Mar/21 Sep
(820) Advanced claims	London	23 Mar/28 Sep
(945) Marketing insurance products and services	London	08 Mar/29 Mar/13 Sep/04 Oct
(990) Insurance corporate management	London	21 Mar/26 Sep

## Face-to-face revision courses



Before finalising your booking we recommend you visit [www.cii.co.uk/f2f](http://www.cii.co.uk/f2f) to determine course availability. Alternatively you can contact Customer Service on +44 (0)20 8989 8464.

Evening classes	Venue	Dates
Six week courses:		
(P05) Insurance law (Tuesdays 17.30–19.30)	London London	06 Mar/13 Mar/20 Mar/27 Mar/03 Apr/10 Apr 04 Sep/11 Sep/18 Sep/25 Sep/02 Oct/09 Oct
(P97) Reinsurance (Wednesdays 17.30–19.30)	London London	07 Mar/14 Mar/21 Mar/28 Mar/04 Apr/11 Apr 05 Sep/12 Sep/19 Sep/26 Sep/03 Oct/10 Oct
(530) Economics and business (Wednesdays 17.30–19.30)	London London	07 Mar/14 Mar/21 Mar/28 Mar/04 Apr/11 Apr 05 Sep/12 Sep/19 Sep/26 Sep/03 Oct/10 Oct
Exam techniques	Venue	Dates
Half-day course	London	08 Mar/14 Sep

## Important deadlines

The following dates apply to all Diploma and Advanced Diploma exam entries together with all non-UK Certificate entries.

**Candidates planning to sit Certificate exams in the UK should go to [www.cii.co.uk/online](http://www.cii.co.uk/online)**

	April 2012 exams	October 2012 exams
Recommended last date for continuous assessment enrolment	<b>13 Jan 12</b>	<b>13 Jul 12</b>
Last date for continuous assessment assignments to be with your tutors	<b>16 Mar 12</b>	<b>14 Sep 12</b>
Closing date for your exam entry and payment to reach the CII • At normal fee (Changes to exam entries, etc. not accepted after these dates)	<b>07 Mar 12</b>	<b>05 Sep 12</b>
• At late entry fee	<b>30 Mar 12</b>	<b>28 Sep 12</b>
Exam entry confirmation*	Despatched within seven working days from receipt of application form	
Receive your exam admission permit*	Despatched 10 days before the exams begin or six weeks for international applicants	
Sit exams	<b>16–19 Apr 12</b>	<b>15–18 Oct 12</b>
Exam results released online** <a href="http://www.cii.co.uk/results">www.cii.co.uk/results</a> and posted	Results are sent by 1st class post on the date shown. Please allow five days for delivery to a UK address and 14 days for a non-UK address	
• Diploma/Advanced Diploma units (except unit 590) – UK exam centres	<b>15 Jun 12</b>	<b>14 Dec 12</b>
• Unit 590 – UK exam centres		
• Diploma/Advanced Diploma units – International exam centres	<b>22 Jun 12</b>	<b>19 Dec 12</b>
• Certificate units – International exam centres	<b>25 May 12</b>	<b>23 Nov 12</b>

\* Please contact Customer Service if you do not receive these. When you receive your **admission permit** you **MUST** check whether any change has been made in the date or times of the exam for which you have entered and that the exam shown on your permit is the one that you intend to sit. If there is any discrepancy you should contact Customer Service immediately.

\*\* To access your results online you will need to be logged in to the CII website using your CII Permanent Identity Number (PIN) and password.

## Exam timetable

The following dates apply to all Diploma and Advanced Diploma exams together with all non-UK Certificate exams.

Candidates planning to sit Certificate exams in the UK should go to [www.cii.co.uk/online](http://www.cii.co.uk/online)

Exam unit	Dates	Time
<b>Non-UK Certificate exams</b>		
(IF1) Insurance, legal and regulatory	16 Apr/15 Oct	10.00
(IF2) General insurance business	17 Apr/16 Oct	10.00
(IF3) Insurance underwriting process	18 Apr/17 Oct	10.00
(IF4) Insurance claims handling process	19 Apr/18 Oct	10.00
(IF5) Motor insurance products	16 Apr/15 Oct	10.00
(IF6) Household insurance products	17 Apr/16 Oct	10.00
(IF7) Healthcare insurance products	18 Apr/17 Oct	10.00
(IF8) Packaged commercial insurances	19 Apr/18 Oct	10.00
(LM1) London market insurance essentials	17 Apr/16 Oct	10.00
(LM2) London market insurance principles and practices	18 Apr/17 Oct	10.00
<b>Diploma exams</b>		
(P05) Insurance law	17 Apr/16 Oct	13.30
(P21) Commercial insurance contract wording	18 Apr/17 Oct	10.00
(P80) Underwriting practice	17 Apr/16 Oct	10.00
(P81) Insurance broking practice	19 Apr/18 Oct	10.00
(P85) Claims practice	19 Apr/18 Oct	10.00
(P86) Personal insurances	17 Apr/16 Oct	10.00
(P90) Cargo and goods in transit insurances	17 Apr/16 Oct	13.30
(P91) Aviation and space insurance	19 Apr/18 Oct	13.30
(P92) Insurance business and finance	18 Apr/17 Oct	13.30
(P93) Commercial property and business interruption	19 Apr/18 Oct	13.30
(P94) Motor insurance	19 Apr/18 Oct	13.30
(P96) Liability insurances	18 Apr/17 Oct	13.30
(P97) Reinsurance	18 Apr/17 Oct	13.30
(P98) Marine hull and associated liabilities	16 Apr/15 Oct	13.30
<b>Advanced Diploma exams</b>		
(530) Economics and business	18 Apr/17 Oct	13.30
(555) Life and disability underwriting	18 Apr/17 Oct	13.30
(556) Life and disability claims	16 Apr/15 Oct	13.30
(590) Principles of Takaful	16 Apr/15 Oct	13.30
(655) Risk management	17 Apr/16 Oct	13.30
(735) Life assurance	19 Apr/18 Oct	13.30
(790) Private medical insurance	17 Apr/16 Oct	13.30
(820) Advanced claims	16 Apr/15 Oct	13.30
(930) Advanced insurance broking	16 Apr/15 Oct	13.30
(945) Marketing insurance products and services	19 Apr/18 Oct	13.30
(960) Advanced underwriting	17 Apr/16 Oct	13.30
(990) Insurance corporate management	17 Apr/16 Oct	13.30

## Costs, fees and refunds

All fees apply 01 Jan 2012–31 Dec 2012.

### CII membership

For those candidates wishing to become CII members, one of the subscription fees shown opposite are payable, in addition to a one-off £36 admission fee.

If you pay the subscription fee by monthly Direct Debit, we will spread the cost of the admission fee across your 12 monthly payments.

\* A discounted membership fee is available for individuals residing in the following countries. These have been categorised as 'low' or 'lower middle income' by The World Bank Country Income Classification List (as of July 2010):

Afghanistan, Angola, Armenia, Azerbaijan, Bangladesh, Belize, Benin, Bhutan, Bolivia, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, China, Comoros, Congo (Dem. Republic of), Cote d'Ivoire, Djibouti, Ecuador, Egypt, El Salvador, Eritrea, Ethiopia, Gambia, Georgia, Ghana, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iraq, Jordan, Kenya, Kiribati, Korea (Dem. Rep. of), Kosovo, Kyrgyzstan, Lao People's Democratic Rep., Lesotho, Liberia, Madagascar, Malawi, Maldives, Mali, Marshall Islands, Mauritania, Micronesia, Mongolia, Morocco, Mozambique, Myanmar, Nepal, Nicaragua, Niger, Nigeria, Pakistan, Papua New Guinea, Paraguay, Philippines, Republic of Moldova, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, Sri Lanka, Sudan, Swaziland, Syrian Arab Republic, Tajikistan, Tanzania (United Rep. of), Thailand, Timor Leste, Togo, Tonga, Tunisia, Turkmenistan, Tuvalu, Uganda, Ukraine, Uzbekistan, Vanuatu, Vietnam, West Bank and Gaza, Yemen, Zambia, Zimbabwe.

If you hold any CII qualifications you must join the CII at the appropriate membership level.

	UK subscription (Monthly fee)	UK subscription (Annual fee)	International subscription (Annual fee)	Low GDP* subscription (Annual fee)
<b>Ordinary member</b>	<b>£5.87</b>	<b>£70</b>	<b>£50</b>	<b>£35</b>
<b>Cert CII</b> Including Cert CII (Claims) and (London Market)	<b>£9.12</b>	<b>£109</b>	<b>£69</b>	<b>£45</b>
<b>Dip CII</b> Including Dip CII (Claims)	<b>£11.62</b>	<b>£139</b>	<b>£80</b>	<b>£55</b>

### Study options and revision aids

**Notes:** • Residents of the low and lower middle income countries listed above benefit from a 50% discount on the 'study text with updates', as well as all revision aids available for their selected unit.

• Candidates who are members of an overseas associated or affiliated institute may purchase study materials and enter for CII exams at the same price as that charged to CII members (see page 28 for a full list of these institutes).

Refer to page 14 for a full listing of study options and revision aids

### Exam entry fees – applicable to exams sat in 2012

In respect of Diploma and Advanced Diploma units the fees shown are for entries received before normal closing dates.

For exam entries received after the normal closing date, up to two weeks before the session, the normal fee is payable together with a late entry fee of £77 per unit. This is subject to space being available at the exam centre.

	Member	Non-member
<b>Unit LM1 resit</b> (the first exam entry is included with your study package)	<b>£74</b>	<b>£96</b>
<b>Unit LM2 resit</b> (the first exam entry is included with your study package)	<b>£94</b>	<b>£128</b>
<b>All other Certificate units</b>	<b>£94</b>	<b>£128</b>
<b>Diploma units</b>	<b>£113</b>	<b>£150</b>
<b>Advanced Diploma units</b>	<b>£118</b>	<b>£158</b>

### Recognition of prior learning

A fee is payable for each credit awarded in respect of prior learning that you have undertaken outside of CII qualifications.

This is payable once your eligibility has been confirmed. See page 13 for details on recognition of prior learning.

	Member	Non-member
<b>Fee per credit</b>	<b>£3</b>	<b>£4</b>

### Change of session, unit or centre fee

#### Certificate units (UK)

Changes must be requested at least 21 days before the date of the exam for which you have entered. Multiple changes will be covered by a single fee provided they are submitted together.

#### Certificate units (non-UK)/Diploma/Advanced Diploma units

Changes must be requested before the relevant closing date for exam entry at normal fee. Multiple changes will be covered by a single fee provided they are submitted together.

**Note:** In respect of all units no changes, apart from your address or name (which must be supported by original or certified evidence), can be made to your exam entry after the specified deadlines set out above. After the relevant deadline has passed should you wish to withdraw you will not receive a refund except in the case of illness.

Change after entry **£40**

### Refunds

#### Certificate units (UK)

Cancellation of an exam entry at least 21 days before the date of the exam for which you have entered:

#### Certificate (non-UK)/Diploma/Advanced Diploma units

Cancellation of an exam entry before the final closing date at normal fee:

#### All units

Absence from exam with medical evidence (to be received within two months of the date of the exam):

**50% of exam entry fee**

**50% of exam entry fee or free entry**

### Post-results review of marking (Diploma/Advanced Diploma units only)

Further details including any fees payable can be found at [www.cii.co.uk/exampolicies](http://www.cii.co.uk/exampolicies)



## Entering for a qualification: Important information

### CII membership

1. If you are not already a CII member, you can become a member when you apply for the Certificate/Diploma/Advanced Diploma. Membership of the CII is open to anyone wholly/mainly employed or engaged in work connected with insurance. If you wish to apply for membership and it is not clear from your application form that you work in insurance, please provide brief details of the nature of your work and the proportion of your time spent on insurance matters on a separate sheet of paper.

### Local institutes

2. If you are a CII member living in the UK, the Channel Islands or the Isle of Man you will automatically become a member of a local institute. Local institute membership is essential for networking, local seminars and revision study groups to aid your progression. Please ensure that you select your preferred location from the list provided below and enter the relevant name in the space provided on the application form.

#### List of local institutes:

Aberdeen; Bedford & Milton Keynes; Belfast; Birmingham; Blackburn & Burnley; Bolton; Bournemouth; Bradford; Brighton; Bristol; Cambridge; Cardiff; Carlisle; Chelmsford & S Essex; Cheltenham & Gloucester; Chester & North Wales; Coventry; Croydon; Edinburgh; Exeter; Folkestone, Canterbury & E Kent; Glasgow; Guernsey; Guildford; Halifax; Harrow & Ealing; Hull; Inverness, the Highlands & Islands; Ipswich, Suffolk & N Essex; Isle of Man; Jersey; Kendal; Leeds; Leicester; Lincoln; Liverpool; London; Luton & St Albans; Manchester; Mid Kent; Middlesbrough; Newcastle-upon-Tyne; Northampton; Norwich; Nottingham; Perth & Dundee; Peterborough; Plymouth & Cornwall; Preston & Blackpool; Reading; Royal Tunbridge Wells; Sheffield; Shropshire & Mid Wales; Southampton; Stoke-on-Trent; Stratford-upon-Avon; Swansea & West Wales; Swindon; Watford; York.

The area covered by the Insurance Institute of London (IIL) is defined as all London postal districts except the following: N9, N11, N14, N21, NW9, E4, E6, E7, E10, E11, E12, E13, E15, E16, E17, E18, W3, W4, W5, W6, W7, W12, W13, SW20, SE20, SE25. There is an additional subscription fee for IIL members of £3.

### Associated or affiliated institutes

3. If you live in an area where an associated or affiliated institute is established (see below) you should apply to the secretary of the institute concerned for details of local membership. Addresses can be obtained from Customer Service.

Individuals living outside the UK who are members of an associated or affiliated institute may enter the CII exams and purchase study materials at the same prices as those charged to members of the CII.

#### Associated institutes:

Ireland (Cork, Dublin, Dundalk, Galway, Limerick, Sligo).

#### Overseas affiliated institutes:

Australia & New Zealand (Australian Capital Territory; New Zealand {Auckland}); New South Wales; Northern Territory; Queensland; South Australia; Tasmania; Victoria; Western Australia); Bahamas; Barbados; Bermuda; Botswana; Canada (Ontario; Quebec); Republic of China; Cyprus; Egypt; United Arab Emirates; Fiji; France (Bordeaux); Germany; Ghana; Guyana; Hong Kong; India (Mumbai; Hyderabad); Indonesia; Jamaica; Kenya; Malawi (Blantyre; Lilongwe); Malaysia; Mauritius; Namibia; Netherlands (Rotterdam; Utrecht); Nigeria; Pakistan; Papua New Guinea; Philippines; Poland (Warsaw); Saudi Arabia (Riyadh); St Lucia; Singapore; South Africa (Cape of Good Hope; Drakensberg; East Rand; Eastern Cape; Free State; Gauteng {Johannesburg}); Natal; Northern Gauteng {Pretoria}; Northern Province {Pietersburg}; The Border {East London}, The Lowveld); Sri Lanka; Tanzania; Trinidad & Tobago; Turks & Caicos; Uganda; West Africa (The Gambia); Zambia (Copperbelt {Ndola}; Kitwe; Lusaka); Zimbabwe (Bulawayo; Harare).

### Exam centres – UK and International

4. Places are allocated on a first-come, first-served basis.

Every effort is made to ensure you receive your preferred choice, however, if a centre you choose is not available for a particular sitting you will be allocated to your second choice or another convenient centre.

It is planned that all centres, including international, will be available in April and October unless otherwise indicated.

### UK, Channel Islands, Isle of Man & Ireland

Centre	Code	Leicester	046
		Limerick	303
Aberdeen	010	Lincoln	047
Belfast	015	Liverpool	002
Birmingham	005	London	001
Bolton	080	Luton/Stevenage	049
Bournemouth	018	Manchester	003
Brighton	020	Middlesbrough	051
Bristol	021	Mid Kent	050
Cambridge	022	Newcastle-upon-Tyne	008
Cardiff	024	Northampton	052
Carlisle	025	Norwich	007
Cavan	330	Nottingham	053
Chelmsford	026	Oxford	054
Chester	028	Peterborough	056
Cork	302	Plymouth	057
Coventry	029	Preston	059
Croydon	030	Reading	060
Douglas, IoM	091	St Austell	092
Dublin	301	Sheffield	062
Dundee	034	Shrewsbury	063
Ealing/Ruislip	088	Sligo	306
Edinburgh	009	Southampton/	
Exeter	035	Eastleigh	064
Folkestone	087	Southend-on-	
Galway	304	Sea	086
Glasgow	004	Stoke-on-Trent	065
Gloucester	036	Stratford-upon-	
Guernsey	090	Avon	066
Guildford	038	Swansea	067
Horsham	082	Tunbridge	
Hull	041	Wells	071
Inverness	043	Watford	072
Ipswich	044	York	075
Jersey	081		
Leeds	006		

### International Centres

Centre	Code	St John's (Antigua)	605
		Central America	
Chicago (USA)	435	Belize City (Belize)	577
New York (USA)	500	Mexico City (Mexico)	488
Toronto (Canada)	531	South America	
Vancouver (Canada)	536	Buenos Aires (Argentina)	685
Caribbean		Bogota (Colombia)	421
Bridgetown (Barbados)	423	Georgetown (Guyana)	451
Castries (St Lucia)	595	Lima (Peru)	542
Freeport (Bahamas)	570	Rio de Janeiro (Brazil)	514
George Town (Grand Cayman)	597	Santiago (Chile)	730
Grand Turk (Turks & Caicos Islands)	702		
Kingston (Jamaica)	471		
Nassau (Bahamas)	498		
Port of Spain (Trinidad)	51		

### Europe

Amsterdam (Netherlands)	409	North Africa, Middle East & Gulf	
Athens (Greece)	411	Abu Dhabi (UAE)	609
Barcelona (Spain)	557	Amman (Jordan)	408
Berne/Basel (Switzerland)	568	Manama (Bahrain)	414
Bucharest (Romania)	706	Beirut (Lebanon)	675
Cologne (Germany)	448	Cairo (Egypt)	427
Copenhagen (Denmark)	438	Dammam (Saudi Arabia)	407
Gibraltar	452	Doha (Qatar)	617
Helsinki (Finland)	705	Jeddah (Saudi Arabia)	553
Kiev (Ukraine)	405	Safat (Kuwait)	475
Lisbon (Portugal)	563	Muscat (Oman)	587
Madrid (Spain)	482	Riyadh (Saudi Arabia)	572
Milan (Italy)	489	Tehran (Iran)	560
Moscow (Russia)	649	South Asia	
Munich (Germany)	594	Chennai (India)	481
Nicosia (Cyprus)	501	Colombo (Sri Lanka)	437
Oslo (Norway)	502	Delhi (India)	442
Paris (France)	503	Dhaka (Bangladesh)	440
Riga (Latvia)	701	Hyderabad (India)	724
Sofia (Bulgaria)	417	Islamabad (Pakistan)	718
Valetta (Malta)	535	Karachi (Pakistan)	468
Vilnius (Lithuania)	729	Kolkata (India)	727
Warsaw (Poland)	700	Lahore (Pakistan)	477
Istanbul (Turkey)	461	Mumbai (India)	422
Central Asia		Pune (India)	731
Almaty (Kazakhstan)	712	East Asia	
Baku (Azerbaijan)	608	Beijing (China)	670
West & Central Africa		Changsha (China)	636
Accra (Ghana)	401	Hong Kong	457
Banjul (Gambia)	600	Seoul (Korea)	627
Freetown (Sierra Leone)	449	Shanghai (China)	671
Lagos (Nigeria)	476	Shenzhen (China)	726
Horn and East Africa		Taipei (Taiwan)	527
Addis Ababa (Ethiopia)	402	Tokyo (Japan)	546
Dar Es Salaam (Tanzania)	441	South East Asia	
Asmara (Eritrea)	710	Bangkok (Thailand)	416
Kampala (Uganda)	465	Ho Chi Minh City (Vietnam)	711
Khartoum (Sudan)	469	Jakarta (Indonesia)	443
Mombasa (Kenya)	490	Kuala Lumpur (Malaysia)	472
Nairobi (Kenya)	497	Phnom Penh (Cambodia)	728
Southern Africa		Singapore	521
Blantyre (Malawi)	548	Australasia	
Capetown (South Africa)	431	Sydney (Australia)	526
Gaborone (Botswana)	618	Indian Ocean	
Harare (Zimbabwe)	517	Port Louis (Mauritius)	510
Johannesburg (South Africa)	463	Mahe (Seychelles)	607
Lilongwe (Malawi)	615	Atlantic	
Lusaka (Zambia)	480	Hamilton (Bermuda)	456
Ndola (Zambia)	499		

**Note:** Occasionally, examinations may have to be held at locations other than those shown. Please remember to check your admission permit to confirm all details of your examination.

### Copyright

5. All CII study materials are copyrighted. By placing an order you undertake to use the materials for your own purposes only and not to sell, lend or give them to anyone else. Any form of copying of materials is prohibited.

### Delivery

6. From the date of receipt by the CII of your order please allow 10 days within the UK or 21 days outside the UK for delivery of materials.

Materials sent within the UK require a signature; please ensure that there will be someone to accept delivery at the address shown on the form.

### Your right to cancel

7. In accordance with The Consumer Protection (Distance Selling) Regulations 2000 you have a right of cancellation in respect of the Products and Services, listed in this brochure, which right shall (subject to the Regulations) expire seven working days from the day after the date on which either the products are received by you or your order for services is accepted by the CII. Should you wish to cancel, notice should be sent to Customer Service. Where products have been supplied to you prior to such cancellation they must be returned to us, in the condition in which they were supplied to you, at your expense. Reimbursement for any monies paid by you which relate to the cancellation will be sent to you within 30 days of receiving the notice of cancellation or if products are to be returned to us, within 30 days of their receipt. In the event of less than seven days notice of cancellation being given in respect of a Certificate exam entry and if, where applicable, the CII is unable to recover costs suffered as a result of such short notice cancellation then the CII can recover these costs from you.

### Additional terms and conditions

8. Please note there are additional terms and conditions which apply to all purchases of goods or services from the CII/PFS which you agree to be bound by upon completion of your order. Full details can be found at [www.cii.co.uk/exampolicies](http://www.cii.co.uk/exampolicies) and [www.cii.co.uk/tandc](http://www.cii.co.uk/tandc)

### Fairness, integrity and the CII appeals procedure

9. The CII is committed to giving all candidates an equal opportunity of achieving its qualifications in line with current UK and EU Directives. It is also committed to open and fair processes and as part of this process runs a transparent appeals policy. Further details on the appeals policy can be found at [www.cii.co.uk/exampolicies](http://www.cii.co.uk/exampolicies)

“ CII qualifications are key to our training and development strategy. They help our people enhance their technical skills and capability, in turn improving business performance. This is why we worked with the CII to gain accreditation for our Underwriting Academy, so that staff can earn credits in the CII qualifications framework through their learning at work.

As well as enhancing our technical prowess, our commitment to staff development makes us an employer of choice for talented individuals. Having secured Chartered Insurers status, we can offer potential recruits the opportunity to join a genuine profession.

Most importantly, our maintenance of the highest technical and ethical standards and our pursuit of continuous improvement is clear evidence of our determination to provide our customers with a best-in-class experience. ”

**Philip Gennoy**  
HR Director  
Allianz UK



Once you have read the notes on completing your application, you can either:

- complete and submit your application online at [www.cii.co.uk/gi-qualifications](http://www.cii.co.uk/gi-qualifications)
- phone through your order to Customer Service on +44 (0)20 8989 8464 ensuring that you have your credit/debit card details ready
- complete the form below and post or fax +44 (0)20 8530 3052 to Customer Service.

# Certificate/Diploma/Advanced Diploma in Insurance Application form

ICI005 (12/11)

**Important note:** To ensure that your application is processed correctly can you please enter your name at the top of each page in the space provided.

## Section A – Personal details (Please complete all fields. Your name should be entered as you wish it to appear on all official CII documents.)

Have you ever had previous contact with the CII?  Yes  No (Please tick)

Please give your CII/PFS permanent identity number (PIN) if known

PIN

Mr/Mrs/Miss/Ms  Surname

Forenames  Date of birth

Employer's name

Tel  Ext  Mobile

email\*

Work address

Postcode  Country

Home address

Postcode  Country

**\* Please take care when providing your email address as most correspondence will be sent electronically. Email address must be included when ordering LEARN.**

Tick address to be used for postal correspondence  Home  Work

**Please only tick one box per category**

**Type of organisation**

<input type="checkbox"/> Insurance company	<input type="checkbox"/> Broker/Intermediary	<input type="checkbox"/> Lloyd's	<input type="checkbox"/> Reinsurance company/broker
<input type="checkbox"/> Loss adjuster/Loss assessor	<input type="checkbox"/> Bank/Building Society	<input type="checkbox"/> Consultancy	<input type="checkbox"/> Legal
<input type="checkbox"/> Other			

**Area of work**

<input type="checkbox"/> Underwriting	<input type="checkbox"/> Claims/Loss adjusting	<input type="checkbox"/> Broking	<input type="checkbox"/> Sales/Marketing
<input type="checkbox"/> Risk management/Surveying	<input type="checkbox"/> Administration/Processing	<input type="checkbox"/> Compliance	<input type="checkbox"/> HR/Training
<input type="checkbox"/> Finance	<input type="checkbox"/> Other		

**Job category**

<input type="checkbox"/> Trainee	<input type="checkbox"/> Technician/Co-ordinator	<input type="checkbox"/> Supervisory/Controller	<input type="checkbox"/> Middle management (Branch, Office, Dept)
<input type="checkbox"/> Senior management (General, Head of)	<input type="checkbox"/> Board member (CEO, Director)	<input type="checkbox"/> Business owner	<input type="checkbox"/> Other

Is your employer a member of a network or does it work with a compliance services provider?  Yes  No

If yes, please specify

## Study path

Where you are studying in order to complete a qualification please indicate by ticking the appropriate box:

Award in London Market Insurance  Certificate in Insurance  Diploma in Insurance  Advanced Diploma in Insurance

Please turn over

## Certificate/Diploma/Advanced Diploma in Insurance application form – IC1005 (12/11)

Enter your name

### Section B – CII membership

Remember, membership not only gives you useful discounts on learning material and exam entry, you'll also receive exclusive benefits to help you in your studies and working life. And once qualified, you'll be able to use the industry recognised designation.

(Please **ONLY** complete this section if you are applying for membership. Go to Section C if you are already a member.)

I wish to apply for membership of the CII  Yes  No

Please choose from one of the following membership levels.

If you hold any CII qualifications you must join the CII at the correct member level:

**Ordinary** – I do not currently hold a CII insurance qualification.

**Cert CII** – I have passed the Certificate in Insurance or equivalent.

**Cert CII (Claims)** – I have passed the Certificate in Insurance including one of: (IF4) Insurance claims handling process, (P85) Claims practice or (820) Advanced claims, and I also wish to join the Claims Faculty.

**Cert CII (London Market)** – I have passed the Certificate in Insurance, including the Award in London Market Insurance (or LLMIT prior to 01 July 2010) and I also wish to join the London Market Faculty.

**Dip CII** – I have passed the Diploma in Insurance or equivalent.

**Dip CII (Claims)** – I have passed the Diploma in Insurance, including subjects either (P85) Claims practice or (820) Advanced claims; and I also wish to join the Claims Faculty.

“ It’s respected. ”

I wish to join the following local institute – UK only (See page 28)

Please tick the relevant box to confirm whether you have:

– Been made bankrupt or been subject to an individual voluntary arrangement (or similar procedure).  Yes  No

– Been convicted for (or have you been charged but not yet tried with) any offence other than a monetary fixed penalty for a motoring offence. Please note, if the conviction is considered spent under the Rehabilitation of Offenders Act you should select 'no'.  Yes  No

– Been subject to any disciplinary sanctions (or are currently the subject of any investigation) by the CII/PFS or any other professional and/or membership body or regulatory authority.  Yes  No

If you have answered 'yes' to any of these questions, please also provide any relevant details on a separate sheet of paper.

Please note that, as a member of the CII, you are required to let us know if and when, at any point in the future, your circumstances are such that you would have to answer 'yes' to any of the above.

The CII reserves the right to refer any such membership applications as it deems necessary to the CII Membership Application Sub Committee (MASC) whose decision will be final and binding. The MASC is a Sub-Committee of the CII Disciplinary Committee.

A non-exhaustive list of instances where applications will normally be referred to MASC include the circumstances listed above. Importantly, any past failure to comply with the CII's CPD requirements, applicable to qualified members, will be deemed an appropriate trigger for referral.

In becoming a member of the Chartered Insurance Institute (CII), I agree to abide by: the CII Charter and Bye-laws; the CII Code of Ethics; all CII rules and regulations; the constitution and Bye-laws of any local institute of which I become a member; and the CII's Continuing Professional Development scheme (only applicable to qualified members using CII designatory letters). I acknowledge that failure to provide CPD records on request shall prevent my membership being renewed.

You must answer the questions on this form truthfully, including the declarations you make. Any information you provide which is misleading or untrue may result in your membership being cancelled. It may also lead to disciplinary or criminal proceedings. If there are any questions or any parts of the declarations on this form which you do not understand then you can refer to the CII website [www.cii.co.uk/explanatorynotes](http://www.cii.co.uk/explanatorynotes) although the CII does not accept any liability for information or clarification given.

#### Faculties

Please choose below which faculty you would like to join. These are forums of the CII which provide a range of services in support of individuals working in specific industry sectors – further information can be found at [www.cii.co.uk/faculties](http://www.cii.co.uk/faculties)

In applying for CII membership you can **join one faculty for free**. If you wish to join additional faculties please contact CII Customer Service on +44 (0)20 8989 8464.

(select one)

Insurance Broking  Claims  London Market  Life & Pensions  Underwriting   
(For insurance company employees)

#### Membership fees

1. An admission fee of £36 is payable by **ALL** applicants except those buying a blended learning package at the point of joining.

2(a). Please then select the appropriate member fee.

CII membership level	UK subscription (Monthly fee)	UK subscription (Annual fee)	International subscription (Annual fee)	Low GDP+ subscription (Annual fee)
Ordinary member	£5.87	£70	£50	£35
Cert CII*	£9.12	£109	£69	£45
Dip CII **	£11.62	£139	£80	£55

\* Same fee applies to Cert CII (Claims) and (London Market)

\*\* Same fee applies to Dip CII (Claims)

† A discounted membership fee is available for individuals resident in countries categorised as 'low income' or 'lower middle income'. See page 26 for details.

**Important note:** An additional £3 subscription fee is payable for membership of the Insurance Institute of London.

2(b). Choose the method of payment. This can either be:

- by monthly Direct Debit. **If you choose this option do not complete the sub total box, but fill out the Direct Debit form at the back of this application form. The admission fee will be spread across your 12 monthly payments.**
- by cheque or debit/credit card. **If you choose this option please enter the correct amount in the sub total box, including the admission fee.**

Sub total £

(to include the £36 admission fee)



## Certificate/Diploma/Advanced Diploma in Insurance application form – ICI005 (12/11)

Enter your name

### Section C – Study options and revision aids

For CERTIFICATE UNITS ONLY, please indicate when you will be sitting the exam(s) as this will determine which version of the study option(s)/revision aids we send you:

pre 01 Jan 13     post 01 Jan 13

I wish to order the following learning materials:

Study packages (exam entry included)	CII use	Member	Non-member	Unit code	Total
Certificate in Insurance blended learning programme (units IF1–IF8) (See pg 14)	LP	£291 (membership payable separately)	Member only		£
Award in London Market Insurance • LM1+ LM2	UD	£277	£277		£
• LM1 only	UD	£136	£171		£
• LM2 only	UD	£199	£250		£

Sub total    £

**Note:** If you are based outside the UK and know when you want to sit the exam please complete Section D.

Study options	CII use	Member	Non-member	Unit code	Total
Continuous assessment (See pg 16 for information on units available)	CA	£235	£260		£
Study text with updates • Diploma/Advanced Diploma units	UD	£128	£144		£
• units IF1–IF8	UD	£111	£131		£
Study text renewal • Diploma/Advanced Diploma units	UD	£52	£67		£
• Certificate units	UD	£49	£64		£
Upgrade to continuous assessment (See pg 16 for information on units available)		£107	£116		£

Sub total    £

Revision aids	CII use	Member	Non-member	Unit code	Total
Examination guide	available online at <a href="http://www.cii.co.uk/qualifications">www.cii.co.uk/qualifications</a>				
Key fact booklets (See pg 18)	KF	£24	£26		£
LEARN (See pg 18) • online tutorial	EL	£85	£90		£
• CD ROM	CBT	£89	£96		£
Revision workshops (See pg 20) • (LM2)	WS	£360	£410		£
• (P05, P97)	WS	£395	£460		£
• (530, 655, 820, 930)	WS	£410	£475		£
	Date			Venue	
Revision days (See pg 20) • (IF1–IF4, LM1)	R	£205	£235		£
• (P05, P21, P80, P81, P85, P86, P90, P91, P92, P93, P94, P96, P97, P98)	R	£230	£270		£
• (530, 590, 655, 735, 820, 945, 990)	R	£260	£300		£
	Date			Venue	
Evening classes (See pg 22) • Six week course (P05, P97, 530)	EC	£370	£430		£
	Date				
Exam techniques course (See pg 22)	ET	£155	£175		£
	Date				

Sub total    £

**Postage fee** (not applicable to training courses):

**UK £5 per order. Non-UK £15 per order.**

Postage fee    £

**Please note:** These postage rates are flat fees applicable to orders from individual candidates (orders may contain more than one item). Separate fees apply to corporate bulk orders – please contact Customer Service.

Please turn over

## Certificate/Diploma/Advanced Diploma in Insurance application form – ICI005 (12/11)

Enter your name

### Section D – Exam entry

I wish to enter the following exams in April/October 2012 (delete session which is not applicable) at the centre in:

First choice  Centre code

Second choice  Centre code

Unit codes	Member	Non-member	No of units	Entry fee
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Certificate:

- Only complete this section if you are planning to sit Certificate exams **outside of the UK**. To sit an exam in the UK, you must enter online at [www.cii.co.uk/online](http://www.cii.co.uk/online) or by calling Customer Service
- If you have bought the blended learning programme or an Award in London Market Insurance study package **do not** include the exam fee

<input type="text"/>	<input type="text"/>	<input type="text"/>	£94	£128	<input type="text"/>	£
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Diploma

<input type="text"/>	<input type="text"/>	<input type="text"/>	£113	£150	<input type="text"/>	£
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Advanced Diploma

<input type="text"/>	<input type="text"/>	<input type="text"/>	£118	£158	<input type="text"/>	£
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**Sub total** £

**Additional late entry fee** (See pg 26) £

### Section E – Declarations

I declare that all information provided by me on this form is true and correct to the best of my knowledge.

#### Application for study materials

I undertake to use them for my own purposes and not to sell, copy, lend or give them to anyone else.

#### Exam prizes

Organisations other than the CII sponsor prizes and awards based on CII exam performance. If you do not wish any information to be passed on to these organisations, please tick this box.

#### Terms, conditions and cancellation

I have read and agree to the terms and conditions contained in this brochure, including my right of cancellation.

#### Data protection and privacy

The CII is registered under the Data Protection Act 1998 and will ensure that in providing products and services to you, it (and its business associates) will process your personal data fairly. By submitting this application, I consent to the CII processing my data. Full details are included in the CII Data Protection and Privacy statement which is available on the CII's website.

#### Sharing information with your employer

The CII will, upon request, provide your employer with details of your examination record, including all attempts and future entries, along with your CII Personal Identification Number, unless you tick the following box.

#### Privacy and electronic communications regulations

We may from time to time wish to draw your attention to other CII products and services electronically which are likely to be of interest to you. The CII will assume that you consent to us using your data in this way, unless you tick the following box.

#### Sharing your data with third parties

The CII Group will never sell your data to third parties for commercial gain. We may, however, share your data with third parties who provide products and services that complement those offered by the CII. The CII will assume that you consent to us using your data in this way, unless you tick the following box.

Signed

Date

**Please allow 10 days for delivery in the UK and 21 days outside the UK from receipt of your correctly completed application form.**

**Materials sent within the UK require a signature; please ensure there will be someone to accept delivery at the specified address shown on the form.**

Study options and revision aids are provided by the Education and Training Trust of the Chartered Insurance Institute (a company limited by guarantee)  
Registered office: 20 Aldermanbury, London EC2V 7HY. Registered Charity no. 1021017







CII qualifications are hugely important at the Towergate Business School, providing a crucial technical and business foundation.

All insurance roles at Towergate require an appropriate CII qualification and they are integral to our recruitment and retention policy. A large percentage of our underwriting, claims and broking people are continuously engaged in formal study or CPD.

The new qualification structure allows people to study relevant subjects at the right level and enables us to promote career development to support the business.

We are hugely proud of our corporate Chartered Insurance Brokers and Chartered Insurers status and our commitment to the Aldermanbury Declaration, which all recognise our commitment to staff development and the provision of excellent customer service. ”

**Fiona Andrews**

Group Head of HR & People Development

Towergate Insurance





The Chartered Insurance Institute 42–48 High Road, South Woodford, London E18 2JP  
tel: +44 (0)20 8989 8464 fax: +44 (0)20 8530 3052 email: [customer.serv@cii.co.uk](mailto:customer.serv@cii.co.uk) website: [www.cii.co.uk](http://www.cii.co.uk)

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Ref: CII – ICI005 (12/11)  
CII\_6390

